NBHARDWAJ SHIKSHAN SANSTHAN



Village Baral, (Near Telephone Exchange),

PO & Tehsil Karsog, Distt. Mandi, H.P.175011.

Running B.Ed. College

Recognized By: NRC/NCTE and Affiliated to HPU Shimla-5.

Visit to us: - [www.bhardwajss.com](http://www.bhardwajss.com), Mail to us: - bssbedcollege@gmail.com

**Contact us: - 01907-221444(office), 01907-222444 (Principal)**

 **D.P. Chauhan M.D. Sharma P.K. Mehta**

 **Chairman-98161-85103 Secretary: - 82192-43755 Director: - 9816425055**

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College Information Committee

1. Organization, Function and Duties of the Bhardwaj Shikshan Sansthan (B.Ed. College): -

The College shall be open to all persons of either sex and of whatever race, creed, caste or class etc. and it shall not be lawful for the College to adopt or impose on any person any test whatsoever of religious belief or profession in order to entitle him to be admitted thereto, as a teacher or student, or to hold any office therein, or to graduate there at, or to enjoy or exercise any privilege thereof except in respect of any particular beneficiation accepted by the College, where such test is made a condition thereof by any testamentary or other instrument creating such beneficiation.

 Provided that nothing in this section shall be deemed to prevent religious instruction being given in the manner prescribed in the ordinances to those who have consented to receive.

The objects of the College shall be to disseminate and advance knowledge, wisdom and understanding by teaching and research and by the example and influence of its corporate life and towards this end the College shall:-

Advance learning and knowledge by teaching and research and by extension programmes so to enable a student to obtain advantages of College education;

Provide the right kind of leadership in all walks and understanding of the social needs of the country and prepare them for fulfilling such needs;

Promote in the students and teachers an awareness and understanding of the social needs of the country and prepare them for fulfilling such needs;

Take appropriate measures for promoting inter-disciplinary studies in the College;

 Foster the composite culture of India and establish such departments or institutions as may be required for the study and development of the languages, arts and culture of India;

Make such provision for integrated courses in Humanities, Sciences and Technology in the educational programmes of the College;

2. Powers and Duties of Officers and Employees

Chairman

Secretary

Director/Principal

Librarian

Assistant Professors

Office Superintendent

Senior Assistants/ Clerks

Peons/Helpers

Chairman: -

The Chairman is to make rules and regulations for the college Staff and meetings of the Faculty conducted by him from time to time.

Director/Principal: -

He/she is over all in-charge of the College and all activities such as teaching, engagements of teachers, purchase of books, in the College are to be furnished by him/her.

Librarian: -

He/she shall work under the direct control of Principal. He/she shall be fully in-charge for the affairs of the College Library. All Books, magazines and generals purchased by him/her and sitting arrangements and all information about Library are to be furnished by him.

Assistant Professors: -

He/she is the in-charge of the concerned branch /Section/department and he supervise the staff working under his control. He/she writes the ACRs of supervisory staff. He/she is responsible for such activities of his branch/department concerned.

Office Superintendent: -

He shall grant leave, causal leave to the subordinate staff posted in the College, acknowledged receipt of letters and send interim replies and he will send the reply of routine queries factual/ position of cases. He will directly responsible for the maintenance of discipline in the College.

Senior Assistants/ Clerks: -

These all are dealing with the seat and submit cases to the Office Superintendent with complete data/statistics/

information, in the matters related with their seats in their respective Section/Branches and they are fully responsible for delay in the matter.

Peons/Helpers: -

He/she will deliver the dak within and outside the office and ensure cleanliness of Branch/Office. He/she may be assigned such other duties by the Section Officer/Branch In-charge from time to time.

3. Decision Making Process

In the University all such powers of academic, financial and services matters are lying with the Executive Members of the College Committee as per provisions of Act/Statutes and Ordinances of the Society as amended from time to time. Such provisions are available on College Web-site.

4. Norms for Discharge of Functions

All functions of the College affairs are discharging as per provisions of Act/Statutes/Ordinances/Regulations as circulated/amended from time to time which are available on College Web-site.

5. Rules, Regulations, Instructions & Manuals

The Rules, Regulations, instructions, manuals are available on the College Act/Statutes and Ordinances which is as under:-

Click here

6. Categories of Documents

The documents relating to the service, matters of teaching and non-teaching staff in the College. The other instructions relating to financial matters of Schemes/Projects as are implemented in the College.

7. Formulation of Policy or Implementation

To formulate any policy with regard to academic, general and financial matters, the authorities of the College have such powers to formulate it. Provisions are available in the College Act/Statutes and Ordinances.

8. Directory of Officers and Employees

Click Here

9. Monthly Remuneration of the Employees

10. Budget Allocated to University

11. Manner of Execution of Subsidy Programs

The College is providing concession in tuition fee for girls. SC/ST and handicapped students in admissions as per instructions of the State Government issued from time to time.

12. Facilities to Citizens for Obtaining Information

The College is providing all latest informations related to Prospectus, syllabus, examinations date-sheet Roll No.(s) results and admission schedules etc. on the College Web-site from time to time.

13. Public Information Officers (PIO) will be the Chairman/Secretary and Director/Principal of the college.